

TOWN OF CHATHAM
488 State Route 295, Chatham, NY 12037

Town Board Meeting Minutes
Thursday, January 18, 2024 @ 6:30PM

This Meeting is IN PERSON (Town Hall) For Board Members With the Exception of the Occurrence of Extraordinary Circumstances

IN PERSON and VIRTUAL for the Public

Google Meet: meet.google.com/tqz-efzm-xbh Join By Phone: (US) +1 224-814-1308 PIN: 632 413 079#

PRESENT

Supervisor Donal Collins, Councilmembers Destiny Hallenbeck, Rick Werwaiss, John Wapner, Angus Eaton, Town Attorney Tal Rappleyea, CAATS Tammy Shaw, Highway Superintendent James Fetzner, Town Clerk Beth Anne Rippel

- **RECORDING NOTICE**

- **CALL TO ORDER**

Supervisor Collins called the meeting to order and led the pledge of allegiance to the flag.

- **ANNOUNCEMENTS:**

1. ECFC 2nd Annual Beef on Wech (Michael Allen Dutcher Memorial): 1/20/2024

-Thanks everyone involved with the storm cleanup, Tammy Shaw, NYSDOT our highway and Melanie Putnum, NYSEG

- **CORRESPONDENCE:**

- | | |
|-----------------------------------|-----------------|
| 1. Park & Rec Committee | Re: Resignation |
| 2. Grants Committee | Re: Resignation |
| 3. Finance and Planning Committee | Re: Resignation |

PUBLIC COMMENT

Wendy -has there been updates on emails? She contacted the COG and the Board in total violation of open meetings law with the back and forth emails. She understands that they want to get work done but the way to get work done is in public . Suggests that the Board speak to the attorney about the violations.

Collins full discussion on this and open meetings law at the next meeting.

Rappleyea-we can share information but you can't make decisions, if you continue rolling

emails outside of the public realm it's probably wrong.

- **SUB-COMMITTEE REPORTS:**

1. Broadband Committee- (Councilwoman Hallenbeck/Councilman Werwaiss)
Feb 9 is the first meeting of the year and they'll meet on the second Friday of each month at 6:30, virtually for now. . She and Rick they're looking for members. A lot to be done. She would like to do a revamp of the cell map.
2. CAP (Chatham Agricultural Partnership)- (Supervisor Collins)
Took month off.
3. Climate Smart/Action Task Force Committee- (Councilman Eaton)
Didn't meet. Last meeting they decided to work on the purchase of electric vehicles, Chatham going Electric. Presentation session by Kinderhook Toyota at NC library. .
4. Communications Committee- (Councilman Wapner)
Didn't meet. Wapner wants to hold a meeting as soon as he can but he doesn't feel comfortable calling a meeting until the protocols of the superintendent and he citizens advisory board are analyzed and we all are on the same page about what we're doing.
5. Finance & Planning Committee- (Supervisor Collins)
Didn't meet.
6. Housing Committee- (Councilwoman Hallenbeck)
At the meeting this past Monday we talked about how we can fix our housing problems, housing on town land and needing an environmental review. She'll have a resolution at the next meeting. Their next meeting is Feb 12 at the town hall.
7. Parks & Recreation Committee- (Councilman Wapner)
Didn't meet. He doesn't feel comfortable calling a meeting until the protocols of the superintendent and the citizens advisory boards are analyzed and we all are on the same page about what we're doing.
8. Grants Appropriations Committee- (Supervisor Collins)
Will be meeting next week for the first time this year.
9. CAC- (Councilman Werwaiss)
Meet on the 6th. Review Ancram and New lebanon.
10. Invasive Species Awareness Committee- (Abi Mesick)
Haven't met
11. Traffic Safety Working Group- (Councilwoman Hallenbeck/Councilman Wapner)
Open discussion on traffic. Meeting next month. Collins- radar devices need to be fitted to a pole. See them in hamlets soon.
12. Zoning Update Committee- (Councilman Eaton/Councilwoman Hallenbeck)
Spoke to Michael Allen again. He's done some research on some of the aspects of the Comp Plan and they'll get moving.....
13. Town & County (Supervisor Collins)
Lengthy report on file.....

- **REPORTS:**

1. Assessor

2. Code Enforcement/Building Inspector
3. Dog Control - on file
4. Environmental Mgt Council
5. Finance Department - on file
6. Highway Department on file
7. Justice Court
8. Office of the Aging Advisory Board
9. Recreation Director
10. Supervisor's Report - on file
11. Town Clerk - on file

- **NEW BUSINESS:**

1. Columbia County Hazard Mitigation Plan Participation
Something the County has been doing since 2018. Asked for Angus to be included in this. Identify the SWAT for each municipality. Hoping to get done in 8 or 9 months. Look at CC emergency website
2. Discuss Scoping for Electric Vehicle Program under Clean Energy Communities
Offered the scoping document: Angus plan to encourage the purchase of electric vehicles we get a \$5000 award if we get 5 people to buy electric vehicles. Some of these vehicles are out of reach for a lot of people.
Collins-in a future meeting we'll do a resolution to support this action.
Hallenbeck spoke on money that is available for fire departments through the State.
Collins if we were awarded these funds does it stipulate how it will be spent?
Collins-we own a level e-charger in the Village parking lot.
Eaton-it's a good idea to present something and have time to percolate then at the next meeting vote on it.

- **OLD BUSINESS:**

1. Grievance Day Change: Public Hearing Notice- RESOLUTION to schedule PH
RECORDING 1:04
2. Supervisor responsibilities-RESOLUTION
There's a standard resolution in the organizational meeting granting the supervisor certain powers and duties. An amendment was offered deviating from the traditional acceptance. I have that in the resolution section. What I did is I offered the resolution that was adopted with a suggested amendment (starts on page 9). So although we try to get the resolutions out on Friday there may be some manipulation of them on Monday and even possibly on Tuesday when we're waiting for data to come in. . Obviously I'd like to try to get things to the board as soon as possible but what's being proposed (written in red) is getting things to the Board at least five business days prior to the meeting. Collins would like to make it 48 hours before a scheduled Town board meeting to have the final resolution. We always have the option of having resolutions from the floor. If a resolution comes up the Board always has the option of voting no.

Collins, we try to get everything out on Monday and he likes to have a little flexibility in case there's an emergency we want to be able to deal with it. Wapner wanted examples. If people are concerned about the resolutions being binding they can always vote No.
Given the discussion, Eaton is comfortable with 48 hours, as is Hallenbeck, Wapner agreed.

Out to the Board on Friday and to the public by Monday afternoon is the goal.

Discussion continued on the proposed additional requirements being asked of the Supervisor by the Town Board outside of the Supervisor's duties set forth in Town Law.

Collins asked about the Board's proposed amendment to the Supervisor's duties which read "to authorize Supervisor to consort with political subdivision", what does that mean? Hallenbeck thinks that this applies when anyone reaches out to other entities, that's all this means. Someone asked for the definition of political subdivision, Hallenbeck said that we can take that out, she's not bound to this, it's a copy and paste. It's like conversations with a Senator's office, Governor or the County. Werwaiss- or like when a pickleball court should miraculously appear..

Wapner-we want the public to know what the supervisor does and it should be included in a resolution.

Wapner read from the manual on supervisor duties. Collins said he is fine with the resolution the way it is, we're aware that the Supervisor has the responsibility to run the Town. Eaton -it could be valuable to include that statement, what the facts are. Are in a rush for this resolution, asked Werwaiss? Collins said no, we adopted the original but if the Board wants to work on this further that's fine. Collins said we can wait and table the last one.

Werwaiss asked are you proposing that we take the description and lift it from the Town Law Manual?

Advisory Committee Protocol- Amendments

Collins to the Board-you have recommendation amendments. One of the biggest things that stuck out to him was that as a measure of respect, if you ask town employees to give of their free time, you shouldn't be discriminating against them. Eaton-hearing the reaction at the last meeting he agrees with Collins, Wapner agrees. He thinks we need something about conflicts of interest for all of our committees. Focusing on just the employees is incorrect, it should be broadened out. As a Town Board policy we should have 3 levels of recusal: the person recused themselves, the chair rescues them, or then TB recuses them. Rappleyea said that is typically referred to the ethics committee. Wapner feels this is growing and needs to be regulated. Eaton-important thing about this resolution is that we make this not just in the minutes somewhere but posted on the website independent of the minutes. This is like an umbrella for the committees. Shaw said that it already is posted on the website. The town committees have a protocol.

Discussion continued.....reading through the resolution amendments. Number of members, the need to review membership on committees and ability to remove them, need for committees to have goals. Collins asked if they'll have a draft for the workshop. Eaton will do it.

PUBLIC COMMENT

Butler asked Hallenbeck-what demographic are you targeting? A discussion on Habitat for Humanity ensued. Focus on single family homes and maybe duplexes. Housing on Town owned property.

Jolene -thank you all for having this meeting. She's interested in being involved with housing, broadband and traffic safety committees.

Mackerer.-committees give monthly reports on what the committee activity is. The Board seems to

be apprised of what's going on with the committees because of these reports, that's very valuable. Bobseine-given some of the expectations for tonight's meeting that were publicized and what brought up at the last meeting the TB did a really good job working together on these proposals.

Gayla-noticed over the last couple of years all the towers that are going up and are creating radiation and radio frequency, we're all being exposed. Concerns are not just the towers but the transmitters as well. Concerned with Broadband, the awareness of wireless frequency opposed to Fiber which goes into your house. She doesn't want 5G. The Association of Counties and Cities are opposed to it. HR57

Jeanne-thank you for having this conversation, it's helpful to hear the dialogue. Concerned with the added requirements that people won't want to volunteer.

Shaw-the delegated duties of the Supervisor have always been the one paragraph from the town law manual. Why are you making this bigger? Wapner-important that it's attached. Shaw- should we take the responsibilities of the TB from the Law Manual as well. It's always been just the page from the Town Law manual. Supervisors duties only changed for this supervisor.t

Discussion continues on who could be a committee member, who could be chair.

Shaw asked will chairs be Town Board members, it says in the protocol they can be either. What is the reason she couldn't be chair? Her name was crossed off and Wapners was put in, why can't I be chair of the Communications committee? Wapner thinks we have to talk about it.

Wapner-its governance. He'd be glad to talk about how government is structured. Shaw's qualifications make her a great candidate for the chair of the committee. Wapner thinks Shaw does a great job but this isn't personal. Werwaiss offered that he made the change.

Continues...

Wendy-reiterates her concerns about the Board doing town business in rolling email form outside of the public realm.

Werwaiss-Donals decision to share the document was the reason he believes that action came up in a protocol, he believes staff should vote. The protocol was amended.

Jolene-if it hadn't been put out there that there had been changes made behind closed doors we wouldn't even have known to ask questions and get involved. We wouldn't even have known that we needed to do a FOIL to request info on how the Board came to its final conclusion.It would have slid through without notice. This reminds her of what happened last time with the zoning. Things are being done and not being discussed properly. By chance we find out after the fact, it's not the same thing as having the Board being proactive and telling people that they have something to discuss for a fully informed meeting.

- **RESOLUTIONS:**

1. **Resolution# 53-24: To Approve the Town Board Minutes.**

WHEREAS, the Chatham Town Board approves the Town Board Minutes for December 7 and December 21, 2023. Angus recused

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Werwaiss, Hallenbeck, Wapner **NAY:** None **Recuse:** Eaton Reso. Adopted

2. **Resolution# 54-24: To Accept the Town Accountant's Financial Supervisor's Report.**

WHEREAS, the Chatham Town Board accepts the Town Accountant's Financial Supervisor Report for December, 2023.

Offered by: Werwaiss, seconded motion: Hallenbeck.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

3. **Resolution# 55-24: To Accept the Financial Abstract as presented to pay the Town Bills.**

WHEREAS, the Chatham Town Board accepts the Financial Abstract #14-2023 and #1A-2024 as presented to pay the Town Bills.

Offered by: Hallenbeck , seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

4. **Resolution # 56-24: To Set a Public Hearing For LL1-2024: Establishing Grievance Day**

WHEREAS, The Town Board of the Town of Chatham has determined that it is necessary to move the Grievance Day from the “first Tuesday following the fourth Tuesday in May” to the “fourth Tuesday in May” each year, and

WHEREAS, it is necessary for the Town to hold a public hearing to accept public comment prior to a vote to enact such local law, and

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Chatham hereby schedules the public hearing for February 15, 2024 at 6:30PM.

Offered by: Hallenbeck, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution adopted

Collins asked if we need to do these resolutions after the discussion we just had about annual appointments? NO. Werwaiss moved that we set aside resolutions 57-

Collins- The one we need to do is the Zoning Update Committee Res. 71-24.

Werwaiss-going back, there were no resolutions for committee appointments. There were just lists of committee members in the organizational meeting for informational purposes only as per Tammy Any committees that we voted on at the Organizational Meeting will stand as is, not what's written here. Eaton and Wapner both have additional members they want to add to committees.

MOTION to table Resolutions 57, 58, 59, 60, 62, 63, 64, 65, 66, 67, 68, 69 and 70,72 was made by Hallenbeck, second by Eaton and carried.

#61-24 done at organizational, #71-24 not tabled.

5. **Resolution# 57-24: To Establish the Broadband & Cell Service Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a Broadband & Cell Service Advisory Committee, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members of the Broadband and Cell Service Committee for 2024 effective immediately:

- Councilwoman Destiny Hallenbeck, Chair
- Councilman ~~John Warner (Collins)~~, Rick Werwais, Co-Chair

Offered by: _____ seconded motion: _____

6. **Resolution# 58-24: To Establish the CAC (Conservation Advisory Council) 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a CAC (Conservation Advisory Council) for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Conservation Advisory Council for 2024 effective immediately:

- Councilman Rick Werwaiss, Chair
- Abi Mesick
- Linda Laurange
- Peter Lyden
- Karen Woodfield
- Don Hegeman
- Kimberly Driessen
- Elizabeth Vose
- Kathryn Butler

Offered by: _____, seconded motion: _____

7. **Resolution# 59-24: To Establish the CAP (Chatham Agricultural Partnership)**

WHEREAS, the Chatham Town Board has previously created CAP (Chatham Agricultural Partnership) Committee, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Chatham Agricultural Partnership for 2024 effective immediately:

- Henry Corsun, Chair
- Supervisor Donal Collins
- Gail Day
- Courtney McDonnell
- Eric Ooms
- Mary Gail Biebel
- Francois Novotny
- Jason Brown

Offered by: _____, seconded motion: _____

8. **Resolution# 60-24: To Establish the Climate Smart Action Task Force Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a Climate Smart Action Task Force Advisory Board for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Climate Smart Action Task Force Committee for 2024 effective immediately:

- Councilman Angus Eaton, Chair
- Deborah Conrad, Co-Chair
- Kathryn Butler
- Tara Danadio, CDRPC Representative (non-voting)
- Karla Kavanaugh
- Melissa Pollack
- Eric Wilska
- Leila Conners
- Lisa Ross
- Councilman Rick Werwaiss

Offered by: _____, seconded motion: _____

9. **Resolution# 61-24: To Appoint a Town Representative for the Columbia County Climate Smart Communities Task Force**

WHEREAS, the Chatham Town Board wishes to appoint a Town Representative to the Columbia County Climate Smart Communities Task Force for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board appoints Deborah Conrad as the Town Representative to the Columbia County Climate Smart Communities Task Force for 2024.

Offered by: Eaton, seconded motion: Wapner

VOTE

AYE: Collins, Hallenbeck, Eaton, Wapner, Werwaiss NAY: None Resolution adopted

10. **Resolution# 62-24: To Establish the Communications Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a Communications Advisory Committee for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Communications Committee for 2024 effective immediately:

- Councilman John Wapner - Chair (WC)
- Melissa Pollack - Co chair (WC)
- Tammy Shaw- Chair (Collins)
- ~~Abi Mesick~~
- Beth Anne Rippel, Town Clerk
- Bonnie Schoonmaker

Offered by: _____, seconded motion: _____

11. **Resolution# 63-24: To Appoint a Town Representative to the Environmental Management Council**

WHEREAS, the Chatham Town Board supplies a Town Representative to the Columbia County Environmental Management Council for a two year term, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes Councilman Rick Werwaiss as the Town Representative to the Environmental Management Council in the second year of the positional term for 2024.

Offered by: _____, seconded motion: _____

12. **Resolution# 64-24: To Establish the Finance & Planning Advisory Committee 2024 Roster**
WHEREAS, the Chatham Town Board has created a Finance & Planning Advisory Committee for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Finance & Planning Advisory Committee for 2024 effective immediately:

- David Levow, Chair
- Supervisor Donal Collins
- John Breault
- Tammy Shaw, Conf Adm Asst
- Gabriella Sperry, Planning Board Chair
- Councilman Rick Werwaiss
- Jennifer Trolenberg
- Erin Hessman

Offered by: _____, seconded motion: _____

13. **Resolution# 65-24: To Establish the Grants Appropriation Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has created a Grants Appropriation Advisory Committee for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Grants Appropriation Advisory Committee for 2024 effective immediately:

- Bonnie Schoonmaker, Chair
- Tammy Shaw, ~~Co-Chair (Collins)~~ Ex Officio (WC)
- Supervisor Donal Collins
- John Breault
- Bob Linville
- Councilman Rick Werwaiss

Offered by: _____, seconded motion: _____

14. **Resolution# 66-24: To Establish the Housing Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a Housing Advisory Committee, and **THEREFORE BE IT RESOLVED**, that the Chatham Town Board recognizes the following members for the Housing Advisory Committee for 2024 effective immediately:

- Councilwoman Destiny Hallenbeck, Chair
- Abi Mesick
- Donald Mountain
- Karen Malina
- Bonnie Schoonmaker
- Nancy Kleppel
- Dale Thiel
- Tim Mackerer

Offered by: _____, seconded motion: _____

15. **Resolution# 67-24: To Establish the Invasives Species Awareness Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created an Invasives Species Awareness Advisory Committee, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Invasives Species Awareness Advisory Committee for 2024 effective immediately:

- Abi Mesick, **Chair**
- Gary Wemple
- Tim Mackerer
- Karen Woodfield
- Linda Laurange
- Bonnie Schoonmaker
- Mike West

Offered by: _____, seconded motion: _____

16. **Resolution# 68-24: To Appoint a Town Representative to the Office of the Aging Advisory Board**

WHEREAS, the Chatham Town Board wishes to appoint a Town Representative to the Office of the Aging Advisory Board for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board appoints Carol Hegeman as the Town Representative to the Office of the Aging Advisory Board for 2024.

Offered by: _____, seconded motion: _____

17. **Resolution# 69-24: To Establish the Parks & Rec Advisory Committee 2024 Roster**

WHEREAS, the Chatham Town Board has previously created a Parks & Rec Advisory Committee for 2024, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes the following members for the Parks & Rec Advisory Committee for 2024 effective immediately:

- John Wapner, Councilman - Chair
- Mike West, Rec Director, ~~Co-Chair (Collins)~~ Ex Officio ****(WC)**
- Supervisor Donal Collins
- Anita Fiorillo
- Jim Marks
- Judi Matthews
- Alan Meier
- Jay Thorn

Offered by: _____, seconded motion: _____

18. **Resolution# 70-24: To Establish the Traffic Safety Advisory Working Group 2024 Roster**

WHEREAS, the Chatham Town Board has previously created Traffic Safety Advisory Committee, and

THEREFORE BE IT RESOLVED, that the Chatham Town Board recognizes Councilwoman Destiny Hallenbeck and **Councilman John Wapner (WC)** as members of the Traffic Safety Working Group for 2024 effective immediately.

Offered by: _____, seconded motion: _____

19. **Resolution# 71-24: To Establish the Zoning Update Committee**

WHEREAS, the Chatham Town Board had previously created a Comprehensive Plan Update Review Committee (CPURC) for the purpose of updating its 2009 Comprehensive Plan, and

WHEREAS, the CPURC completed its task with the creation of the 2023 Comprehensive Plan Update, and

WHEREAS, the next step in Town Planning is to contemporize the Town Zoning Regulations based on the findings of the Comprehensive Plan Update, and

WHEREAS the Town Board of the Town of Chatham wishes to create a Zoning Update Advisory Committee to assist the contracted planner in the generation of this regulatory update, and

NOW THEREFORE BE IT RESOLVED the Town of Chatham hereby creates the citizens Zoning Update Advisory Committee (ZUC), and

BE IT FURTHER RESOLVED, that the Chatham Town Board recognizes the following members for the Zoning Update Committee for 2024 effective immediately:

- Councilman Angus Eaton, Chair
- Councilwoman Destiny Hallenbeck, Co-Chair
- Tim Mackerer
- Karen Malina
- Bonnie Schoonmaker
- Abi Mesick
- Evan Young
- Kent Pratt, CEO,
- Lee Gagne, Zoning Board of Appeals

Offered by: Eaton seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

COPY of 01-02-2024: RES. #40-24:

The Town Board of the Town of Chatham authorizes and delegates to the Supervisor, powers and duties of the day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.

To authorize and delegate to the Town Supervisor, powers and duties of the day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.

FURTHERMORE, in an effort to keep the Town Board apprised of various particulars of the Supervisor's work, the Supervisor shall send memos to the Town Board members regarding such issues as employment changes, financial approvals of import or any other weighty matters. For more general issues, the Supervisor shall give a monthly report during a regular Town Board meeting summarizing the issues he/she dealt with. Furthermore, the monthly report should include an update containing pertinent information from the County Board of Supervisors and any County Committees our Supervisor sits on, and

FURTHERMORE, as the Town Supervisor is a de facto member of all Citizen Advisory Committees and in light of the significant amount of input from such Committees that aid the Board in the governance of the Town, it is suggested that the Supervisor attend Citizen Advisory Committee meetings when the Supervisor believes his/her attendance will move the work of the committee forward or when an Advisory Committee has requested that attendance would be beneficial. The Board strongly encourages the Supervisor to perform these duties as the Supervisor acts as the central coordinator for all town government activities. As needed, the Supervisor may ask the Deputy Supervisor, Board members, staff and /or advisory committees to help with various projects or engagements. However, with this said, a town board may not abdicate or surrender its basic statutory responsibilities to the Supervisor, and

THEREFORE, BE IT RESOLVED, that the Chatham Town Board authorizes and delegates to the Town Supervisor the power and duties listed above.

Offered by: _____, seconded motion: _____

RESOLUTION #72-24 (as modified from Res. #40-24: rescind and replace): The Town Board of the Town of Chatham authorizes and delegates to the Supervisor, powers and duties of the day-to-day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.

To authorize and delegate to the Town Supervisor, powers and duties of the day-to-day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.

FURTHERMORE, in an effort to keep the Town Board apprised of various particulars of the Supervisor's work, the Supervisor shall send memos to the Town Board members regarding such issues as employment changes, financial approvals of import or any other weighty matters in a timely and regular manner; provided, however, that the Supervisor shall provide memos to Town Board at the request of a member of the Town Board. For the purposes of this resolution a memo shall be any form of paper or digital communication agreed upon by the Town Board. For more general issues, the Supervisor shall give a monthly report during a regular Town Board meeting summarizing the issues he/she dealt with. Furthermore, the monthly report should include an update containing pertinent information from the County Board of Supervisors and any County Committees the Town Supervisor sits on, and

FURTHERMORE, in an effort to provide for transparency and efficiency in town government the Supervisor is hereby authorized to submit resolutions to the Town Board for consideration by such body; provided, however that the Supervisor shall submit all such resolutions to the Town board at **least five business days 48 hours (OML-24hrs) Collins** before a scheduled Town Board meeting, prior to consideration by such board; provided further that a resolution on a matter of urgency may be submitted by the Supervisor to the Town Board for consideration on an agenda at any time, in which case the Supervisor shall inform the Town Board in a timely and expeditious manner of such urgent issue.

FURTHERMORE, the Supervisor shall be authorized to communicate, collaborate, and work on town business with all political subdivisions, private entities and state entities, as necessary for the good governance and management of town affairs; provided, however that the Supervisor shall inform the Town Board of any such communication, collaboration, and work on town business with any such political subdivision, private entities or state entities in a timely and expeditious manner.

FURTHERMORE, as the Town Supervisor is a de facto* member of all Citizen Advisory Committees and in light of the significant amount of input from such Committees that aid the Board in the governance of the Town, it is suggested that the Supervisor attend Citizen Advisory Committee meetings when the Supervisor believes his/her attendance will move the work of the committee forward or when an Advisory Committee has requested that such attendance would be beneficial. The Board strongly encourages the Supervisor to perform these duties as the Supervisor acts as the central

coordinator for all town government activities. As needed, the Supervisor may ask the Deputy Supervisor, Board members, staff and /or advisory committees to help with various projects or engagements. However, with this said, a town board may not abdicate or surrender its basic statutory responsibilities to the Supervisor, and

THEREFORE, BE IT RESOLVED, that the Chatham Town Board authorizes and delegates to the Town Supervisor the power and duties listed above.

De Facto: because of official position

Offered by: _____, seconded motion: _____

- **PUBLIC COMMENT**

None

- **MOTION TO CLOSE MEETING**

At 9:10PM was made by Werwaiss, second by Eaton and carried.

Respectfully submitted by,

Beth Anne Rippel, Town Clerk